

C-I-A INTERNAL USE ONLY

October 1961

Costs to Store One Cu. Ft. of Records (2,000 pieces of paper) for One Year.

AGENCY OFFICE COSTSEquipment

The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259.  
 Amortized over 20 years, this equipment would cost \$12.95 per year or  
 \$1.62 for one cubic foot capacity - - - - - \$ 1.62

Space

One cubic foot of records requires one square foot of floor space 2.50

Personnel

One employee can service 96 cu. ft. of records (Remington Rand,  
 "How to Measure Your Filing Costs and Efficiency"). Salary to  
 service one cu. ft. one year by a GS-4 @ \$4,855 a year would be - - - \$ 45.36

Total cost of storing 1 cubic foot, (one <sup>half</sup> file drawer) of records per  
 year in office space - - - - - 49.48

AGENCY RECORDS CENTER COSTSSpace and Shelving

Construction cost of Center including equipment - - - - - 686,889.00  
 Total cost per year based on 20 years amortization - - - - - 34,344.00

Cost per cu. ft. per year based on 100,000 cu. ft. capacity - - - - - .34

Records Center Box - - - - - .10

Personnel (Fiscal Year - 1961)

\$114,331. in .01 funds to handle 76,259 cu. ft. of records (70,066  
 cu. ft. on hand at end of year, 5,193 cu. ft. destroyed during year) - 1.49

Total cost of storing 1 cu. ft. of records per year in Records  
 Center - - - - - 1.93

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